



**United States District Court  
District of Minnesota**

**CAREER OPPORTUNITY**  
**Vacancy Announcement #2018-09**

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<b>Position Type:</b>	Operations Generalist Regular full-time position
<b>Number of Vacancies:</b>	One
<b>Location:</b>	Saint Paul, Minnesota
<b>Posting Date:</b>	March 30, 2018
<b>Classification:</b>	CL 25
<b>Salary Range:</b>	\$43,270 - \$70,362 Depending on qualifications.
<b>Closing Date:</b>	Open until filled. Preference will be given to applications received by Friday, April 13, 2018 at 5:00 p.m. Central Time.
<b>Area of Consideration:</b>	Open to all sources.

**OVERVIEW OF THE DISTRICT OF MINNESOTA**

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth, and Fergus Falls. The U.S. District Court, District of Minnesota is composed of seven authorized district judges, five senior district judges, eight magistrate judges, one part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Service Office staff.

## **INTRODUCTION**

This position is located in the Saint Paul Courthouse's Clerk's Office of the U.S. District Court for the District of Minnesota. The Operations Generalist maintains the jury system by performing duties related to the qualification, summoning, noticing, orientation, selection, management, and payment of jurors. The Operations Generalist is responsible for the intake of general inquiries and routing documents received in the Operations Department, handling attorney admissions, and attending naturalization ceremonies.

## **REPRESENTATIVE DUTIES**

- Maintain the Jury Management System (JMS) and eJuror and daily jury utilization.
- Monitor calendars to determine the appropriate number of jurors, ensure attendance and prepare jury panels for trials. Coordinate with jury judge to assign inbound and outbound messages.
- Prepare, mail, and receive jury selection responses, and process qualification materials.
- Grant or deny requests for deferral of service and show cause for the jury judge. Follow up with non-compliant jurors.
- Prepare orientation materials, conduct juror orientations and assist with juror and prospective juror logistics including parking, lodging, and refreshments
- Pool jurors and manage jury resources to minimize costs and service burdens. Monitor and record juror attendance for management of service and payment.
- Prepare vouchers for juror and vendor payments, including jury fees, mileage, lodging, and parking costs. Prepare annual tax statements for juror compensation.
- Assist with maintaining jury system records, website, manual, and forms.
- Prepare statistical reports. Process digital recording requests.
- Process attorney admissions, petitions, and prepare certificates. Assist with the re-registration process and update attorney records. Process pro hac vice motions.
- Assist judicial officers and Citizenship and Immigration Service (CIS) officials with naturalization ceremonies. Process name change certifications and coordinate tasks for naturalizations.
- Assist customers at the intake counter. Accept documents, communicate fees, receive payments, and issue receipts. Secure cash register funds, balance cash drawer, and process credit card payments. Receive and stamp incoming documents.
- Answer and route phone calls, and assist the public with Electronic Case Management database.
- Scan documents. Prepare, sort, classify, certify, copy, issue, and file case records. Monitor access to records and maintain document filing.
- Answer in person questions, helpdesk calls, and email communications to assist attorneys and pro se litigants with filing questions and case status.
- Assist with records management process.

## **POSITION QUALIFICATIONS**

The successful applicant must have at least one year of general experience in clerical and office work, and at least one year of specialized experience in administrative work that demonstrates the ability to apply rules or laws involving the use of specialist terminology and automated software and case management. Excellent customer service skills, attention to detail, ability to take directions from others, and excellent organization skills are required.

Two or more years of specialized experience, as outlined above, is preferred. A Bachelor's degree or a Paralegal degree is preferred.

### **ENVIRONMENTAL DEMANDS**

- Work is performed in an office setting.
- Some travel may be required.
- Some lifting may be required.

### **CONDITIONS OF EMPLOYMENT**

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. Applicant must be a U.S. citizen or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. A background check is required. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All final candidates are subject to FBI Fingerprints and background investigation, including criminal history.

### **BENEFITS**

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long term care insurance plans.
- A defined benefit pension plan.
- Onsite fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.

Employees of the U.S. District Court are not classified under Civil Service.

### **APPLICATION INFORMATION AND PROCESS**

Qualified candidates should submit via email the following:

- A cover letter and resume.
- Names and contact information for three professional references.

**All documents should be combined and emailed as one PDF attachment to:**  
[hr-usdc@mnd.uscourts.gov](mailto:hr-usdc@mnd.uscourts.gov)

**Please enter "Operations Generalist" in the email subject line.**

**All application materials received will be reviewed to identify the best qualified candidates. Only applicants selected to proceed to the next phase of the selection process will be notified.**

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice.

## **An Equal Opportunity Employer**